

Central Intelligence Agency
Washington, D.C. 20505

19 January

Executive Director

[Redacted]

STAT

After you left for DoS I had a call from Joan
(Chairman of the Federal Woman's Board).

She said that [Redacted] (Federal Woman's Program
Manager w/EEO) had called her and told her to can-
cel the meeting they had scheduled for tomorrow
because you had their paper and would sign it
Friday morning.

STAT

She asked if that was true. I told her I knew the
paper was on its way but that it had not as yet
been received (we got it from Registry a few mins
later). I also told her that I had mentioned
[Redacted] earlier call to you and you said there
was no reason to cancel their meeting.

STAT

Joan said they would, or course, abide with your
decision, but that the Board had been scheduled
for the meeting tomorrow for quite a long time and
she felt that you would probably be willing to hear
both sides upon your return from TDY. She said it
did not have to be rushed through today.

What are your wishes?

To: D/Pers

3/27^E

[Redacted]

Per our discussion today.

[Redacted]

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STAT

K

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Restructuring the Federal Women's Program Board

Executive Registry

34-329

FROM:

Avon O. Harding
736 Ames

EXTENSION

NO.

DATE

19 January 1984

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

Exec. Director

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JAN 19 2 42 PM '84

ER

Executive Registry
84 - 329

19 January 1984

MEMORANDUM FOR: Executive Director

FROM: Director of Equal Employment Opportunity

SUBJECT: Restructuring the Federal Women's Program Board



STAT

1. Per our conversation, attached hereto are the changes I plan to make to the Federal Women's Program Board. I would appreciate your response as soon as possible so that rumors will not get started.

2. All of the changes are intended to unify the Federal Women's Program, the Board and other women's working groups in the Agency in order that we can work together toward resolving problems. The most significant changes are the roles of the Federal Women's Program Manager, who will now serve as chairperson, and the Directorate EEO Officers, who will now serve as full members of the Board. Before, these individuals were only observers, a situation that occasionally led to conflict between the Board and my office.



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Avon O. Harding

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Federal Women's Program

Central Intelligence Agency

20 January 1984

MEMORANDUM FOR THE RECORD

SUBJECT: Restructuring of the Federal Women's Program Board

1. Because of the continuing need to place greater emphasis on the overall status of women employees in the Agency, I believe that a more systematic and effective management approach is needed for the Federal Women's Program. I have examined the existing program, compared it with those of other agencies, and have considered alternatives for achieving a more results-oriented program in which all our resources would be directed toward specific goals. After assessing and reviewing the activities of the Federal Women's Program Board, and the role of the Agency's Federal Women's Program Manager, I have decided to implement the changes described below.

2. The Federal Women's Program Board has been restructured and official responsibilities delineated as outlined:

a. The title of the Federal Women's Program Board has been changed to the Federal Women's Program Advisory Council and will be chaired by the Federal Women's Program Manager. The Council will consist of the five directorate-level EEO Officers as permanent members and two additional representatives from each of the Directorates, on a rotational basis. We plan to utilize, on an ad hoc basis, members from the working groups as well as other women's representatives to provide expertise and to advise and critique issues.

b. A new council Charter has been drawn up, as well as a revision of the Council Member Selection Procedures (see attached).

c. Currently the Board consists of three members from each Directorate, one member from the DCI area, and one from the Intelligence Community Staff. To enable the group to work more efficiently, each Directorate will be represented by their EEO officer, as a voting member of the Council, and two additional members selected through the FWPAC Member Selection Procedures (see attached).

d. The duties and responsibilities of Council members will be as follows:

FEDERAL WOMEN'S PROGRAM MANAGER

(1) Responsible for arranging and conducting meetings, preparing agenda, and coordinating activities with the D/EEO or DD/EEO.

(2) Sign all Council correspondence.

(3) Appoint a Vice-Chair to serve in the absence of the Chair. (From the rotational members)

(4) Advise on procedures and provide administrative support and guidance.

FEDERAL WOMEN'S PROGRAM ADVISORY COUNCIL

(1) Work with the FWPM and Agency management to enhance employment and equal opportunities for women in the Agency.

(2) Sponsor activities and/or programs to increase the awareness of Agency personnel concerning both Agency and government-wide goals and programs for women.


FEDERAL WOMEN'S PROGRAM ADVISORY COUNCIL MEMBERS

(1) Responsible for attending meetings.

(2) Responsible for representing the views of Directorate women.

(3) Responsible for keeping their respective Directorate officials informed of Council activities.

(4) Bring to the Council issues, problems, or activities planned or considered within Directorate working groups.


Avon O. Harding
Director of Equal Employment Opportunity

STAT

Attachments:
As stated



Federal Women's Program

Central Intelligence Agency

CIA FEDERAL WOMEN'S PROGRAM ADVISORY COUNCIL

CHARTER

I. PURPOSE

The Federal Women's Program Advisory Council (FWPAC) was originally established in April 1983 by direction of the DCI and CIA Management Committee. The purpose of the Council is to enhance the employment of women within the Central Intelligence Agency.

II. FUNCTIONS

- a. Advise and counsel the CIA's Federal Women's Program Manager; the Director, EEO; the Director, Deputy Director, or Executive Director of the Agency on policies and practices to enhance the utilization, development, and advancement of women in the Agency.
- b. Assess the impact of Agency policies and practices on women.
- c. Assess Agency goals for women and recommend actions to meet these goals.
- d. Identify problems and barriers to achieving these goals and recommend corrective action.
- e. Promote activities to assist in the career development of women.
- f. Prepare an annual report on the Council activities and accomplishments for the FWP Manager for inclusion in the Annual Report on Women in CIA.

III. COMPOSITION AND ORGANIZATION

- a. The FWPM and the Directorate-level EEO Officers will be permanent members of the Council and will serve as long as they occupy those official positions.
- b. In addition the Council will consist of two representatives from each of the Directorates, one representative from the DCI area, and one from the Intelligence Community Staff.

c. Members may be chosen from the managerial, professional, technical and clerical ranks. Selection will provide a balance of experience and grade level.

d. Each rotational member will serve for a period of one year, with an option to renew for one additional year. Half of the members will begin their term in July and half in December to provide a continuity of membership.

e. The Council will be chaired by the Federal Women's Program Manager.

f. With the approval of the membership, the Chair will appoint one member of the Council as Vice Chair from the rotational members. The Vice Chair will serve as acting Chair when necessary.

IV. SELECTION OF COUNCIL MEMBERS

a. Twice a year the FWP Manager will notify the Directorates and the DCI area of vacancies to be filled. The Directorate EEO Officer will ensure that a vacancy notice is circulated.

b. Selection of rotational Council members will be made by the EEO Officers and approved by the appropriate Directorate officials. Notification will be forwarded to the FWP Manager.

V. OPERATING PROCEDURES

a. The Council will meet monthly, upon the call of the Chair, or at the request of D/EEO.

b. The Chair will schedule and preside over meetings of the Council and ensure that members are provided with necessary background information and kept informed on status of Council projects.

c. The Council may have such standing and ad hoc committees as it may determine necessary.

d. Requests for statistics or information from Agency sources will be made through the FWP Manager.

e. Any Council involvement within a Directorate will be coordinated with the Director, EEO.

f. Decisions of the Council will be reached by majority agreement.

g. All Council correspondence, including memoranda to the Agency's senior management, will be forwarded through the Director, EEO.

APPROVED.

[Redacted Signature]

Director of Equal Employment Opportunity

[Redacted Signature]

Federal Women's Program Manager

20 Jan. '84
Date

26 Jan 84
Date

STAT

STAT

Federal Women's Program

Central Intelligence Agency

FWP ADVISORY COUNCIL MEMBER SELECTION PROCEDURES

1. MEMBERSHIP

- a. Each Directorate will name three representatives to the Federal Women's Program Advisory Council. One member will be Directorate-level EEO Officer. Two additional representatives from each of the Directorates, one representative from the DCI area, and one from the Intelligence Community.
- b. In order to achieve a balanced representation of the Directorate, members should come from different offices and grade levels.
- c. There should be at least one representative from the secretarial/clerical ranks.

2. TERM OF OFFICE

- a. The term will be for one year, with an option to renew for one year. Terms will begin in July and December of each year.
- b. Should a member resign, the replacement will serve the time remaining of the original term.

3. VACANCIES

- a. The Council Chair will notify the Directorate EEO Officers of an upcoming vacancy two months before the expiration of a member's term.
- b. The EEO Officer will ensure that a Directorate-wide vacancy notice is circulated when an opening occurs.
- c. All interested persons are encouraged to apply.

4. SELECTION AND NOTIFICATION

- a. Directorate Council members should interview candidates and forward a list of those recommended for future openings to the appropriate Directorate officials. (It is advisable to maintain a list of approved candidates for use in filling vacancies throughout the year.)

- b. The Directorate EEO Officer should encourage their Directorate Working Group to play an active role in the selection process by suggesting candidates for consideration.
- c. The Directorate EEO Officer will ensure that an official memorandum is forwarded by the appropriate Directorate official to the Federal Women's Program Manager, stating the names and terms of the new Council members.

5. RESIGNATION

- a. A member of the Council who resigns before the expiration of the term will submit a written resignation to the Directorate EEO Officer, with a copy to the Federal Women's Program Manager.
- b. A replacement will be named by the Directorate.

6. RECOGNITION

The Directorate EEO Officer will ensure that a letter of appreciation for Council membership and service is signed by the Directorate head and placed in the resigning member's official personnel file.